

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 51-7- 023 2. Position Number: 913-399-1139- 006 3. Date of Posting: DHR Insert Date
4. Classification: Transportation Engineering Technician 5. Salary Range: \$3,410 - \$5,132
6. Pay Differentials That Apply To Position: May Apply if/when you meet the Criteria
7. Working Hours Of Position: Work Hours will be set between 7:00 AM and 5:00 PM, Monday thru Friday (the incumbent will be required to work during times of natural emergencies and/or natural disasters)
8. District/Division: HQ/Traffic Operations Section: Commercial Vehicle Operations – Transportation Permits Issuance Branch Geographic Location: Sacramento

(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.*

9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

<http://www.calhr.ca.gov/state-hr-professionals/pages/3175.aspx>

- B. Technical & Professional Skills & Abilities:

The incumbent will analyze Transportation Permit applications to determine if the vehicle and/or the load are correctly described and that the applicant is eligible for a permit. Analyze the ability of the hauling vehicle combination to accommodate the load, check for allowable loading, determine the permit weight classification, and research the proposed route to ensure that it is suitable for the dimensions and weights of the vehicle and/or load.

Requires knowledge of the California State Highway System and local highway networks. Must be able to understand and communicate detailed directions using a map. Knowledge of heavy hauling and construction equipment is desirable. Possess sufficient engineering knowledge to understand and apply bridge weight ratings and highway classification systems to determine safe routes for vehicles/loads. Must be able to interpret information on project plan and communicate technical problems involving transportation permits issuance. Must be able to scrutinize and interpret policies and procedures and effectively apply them to specific situations. Must be able to use a computer and have working knowledge of Windows operating system, Microsoft software applications, and web based applications.

Ability to work cooperatively and communicate effectively (orally and in writing) with the public, customers, co-workers, and other transportation partners.

A considerable degree of analytical ability is required to address complex technical situations and to recognize when applicants are attempting to circumvent permit requirements, and take appropriate action.

- C. License and/or Certification Requirements: None

- D. Physical Abilities to Perform Essential Functions: See Duty Statement. **HR – Please insert link to duty statement**

The Incumbent may be required to sit for a long period of time using a keyboard and video display terminal. The incumbent must be able to develop and maintain cooperative working relationships, deal effectively with pressure, adapt to changing priorities, maintain focus and intensity, remain optimistic and persistent even under adversity, open to change and new information, adapt behavior and work methods in response to new information, changing

conditions, or unexpected obstacles, complete tasks/projects within a short time frame, behave in a fair and ethical manner toward others, demonstrate

a sense of responsibility and commitment to public services, value cultural diversity and other individual differences in the workforce. Bending, stooping, and pulling and occasionally moving boxes weighing less than 25 pounds may be required within the normal course of performing some of the responsibilities associated with this position.

E. Other Departmental Requirements: Follow all departmental policies and directives.

F. Duty Statement/Description of Duties:

Under the direction of a Senior Transportation Engineer, the incumbent works in the Division of Traffic Operations, Office of Commercial Vehicle Operations, Transportation Permits Issuance Branch and performs complex technical work pertaining to transportation permits. Responsibilities may include: 1) act as a Variance Permit Writer for processing applications for extra-legal vehicles and/or loads to travel on State highways, 2) act as a Construction/Maintenance Liaison by keeping the program's database current with restrictions that affect permit routing, 3) write single trip, annual or repetitive permits, 4) double check the work of others, 5) act as a leadworker, and 6) assist supervisors with reviewing and updating Caltrans' permit policies, best operating practices, and permits processing software.

10. Final Date and Time for Receiving Bid: 10 days

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

12. Submit Bid to:

Address: Department of Transportation
 Address: Division of Traffic Operations, MS-36
 Address: 1120 N Street, Sacramento, CA 95814
 Name: Attention: Arcella Bell
 Telephone Number: (916) 657-2213
 FAX Number: (916) 653-3055
 E-mail Address: arcella.bell@dot.ca.gov

13. Window period employee must be available for contact (Unit 1&4 Only): From: _____ To: _____
 (If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

14. Expected Reporting Date To Position (Unit 11 Only): Within Two Weeks of Accepted Job Offer
 (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)